

QUIZ

SCOPE OF RECORDS PROGRAM

RECORDS CREATION

1. NUMBER OF FORMS IN AGENCY TODAY. 2,729

We have 2,539 and use 190 from other Agencies.
But ---- 50 million copies are printed each year.
Printing costs were \$250,000 for forms last year.

2. OTHER-AGENCY DOCUMENTS DDI/CRS RECEIVES ANNUALLY. 18 million

They receive about one million documents each year.
But ---- they average 18 copies of each.
However, that is not enough.
They copy 100,000 pages a month for distribution.

3. CABLES TRANSMITTED BY CABLE SECRETARIAT ANNUALLY. 900,000

But ---- they make 25 to 35 copies of these for distribution.
This averages 27 million pages per year.
And this is but a small portion of the total cable traffic.

FILES MAINTENANCE

(After paper is Created -- We must Maintain it in files)

1. VOLUME OF RECORDS IN AGENCY OFFICES. 232,000 cubic feet

This 1967 inventory is an increase of 34,000 over 1966.
From 1961 thru 1966 their average annual increase was 11,000 cu. ft.

2. COST OF A 4-DRAWER SAFE. \$585. SAFES IN USE. 12,000

A safe holds 8 cubic feet of records.
A safe uses 8 square feet of floor space.
(4 for the safe and 4 for the drawer to open over)
Shelf files provide greater density of files per foot of space.

3. VITAL RECORDS DOCUMENTS DEPOSITED LAST YEAR. 17,000 items

This is an expensive and active program.
It occupies almost 9,000 cubic feet at the Center.

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RECORDS DISPOSITION (Double-edged - covering Retention as well as Destruction)

1. VOLUME OF RECORDS NOW IN THE RECORDS CENTER. 102,100 cubic feet

But ---- this remaining volume is half the amount received.

2. REELS OF MICROFILM IN THE RECORDS CENTER. 93,000 reels

A reel averages 2,000 images.

A cubic foot of correspondence averages 2,000 sheets.

This one for one ratio totals a Records Center of paper on microfilm.

3. OBSOLETE FILES DESTROYED IN FISCAL YEAR 1967 40,000 cubic feet

The offices destroyed 36,000 cubic feet of files

The Records Center destroyed 4,000 cubic feet of files